

# Prepare Form 559, Memorandum of Assessment for Local Estimated Payments

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## Process

[HANDLE LOCAL ESTIMATED PAYMENTS](#)

## Effective Date

06/01/2016

## Purpose

This task is performed to prepare a Form 559, Memorandum of Assessment, for each estimated payment received in the Locality before submitting estimated payment information to TAX. Localities receive estimated payment vouchers (Form 760ES) and payments from customers in their Locality, create a Memorandum of Assessment (Form 559), and deposit the payments.

If your automated system has the capability of capturing Memorandum Assessment information, you are not required to complete Form 559. The Auditor of Public Accounts (APA) will expect your system to reflect the same data as captured using the paper Form 559.

## Special Notes

- Estimated payments are received in the locality accompanied by Form 760ES, *Virginia Estimated Income Tax Payment Voucher for Individuals, Estates and Trusts*.
- The Form 760ES is referred to by name or as a **voucher** in this task.

## Procedure

### Responsibility

Treasurer's Office Locality Representative

### Steps

1. Receive vouchers and remittances from local mail opening and screening personnel.
2. Maintain the order of the documents, as received.
3. Obtain sufficient number of Forms 559 in order to complete one for each voucher.  
Please refer to Form: [Form 559, Memorandum of Assessment of Estimated State Income Tax](#)
4. View the first voucher and remittance and complete the following fields on a Form 559.
  - Declaration Number, if any  
**NOTE:** A Declaration number may be assigned by the Commissioner of the Revenue to track first payments for the tax year.
  - Name of your County or City
  - Taxable Year of the voucher

- Form Preparation Date
  - Voucher Number
  - Amount of the Remittance
  - Customer Information
    - SSN or FEIN
    - Name Address
    - Fiscal year, if applicable
5. Place the completed Form 559, voucher, and remittance aside.
  6. Repeat Steps 3 - 5 for each voucher and remittance.
  7. Gather the completed documents.
  8. Follow your office's Policies and Procedures for transmitting the documents to personnel for preparing the bank deposit and filing the Forms 559.

## **Published Date**

09/14/2016